

Information for New KBS Staff and Technicians

Welcome to KBS! This document contains information that we hope will be useful to new technicians and staff at KBS. This is not an exhaustive compilation of all the information that one might want when they first arrived. So if you have questions, feel free to ask your fellow technicians and staff members, your supervisor, or members of the KBS Culture and Inclusion Committee!

I. LOGISTICS

How to gain access to KBS:

- Door key codes must be requested by your lab's space manager (either your PI, or their lab manager) by emailing facility-operations@kbs.msu.edu with each location you will need access to. Once you have a key code, **do not share it**. Stack Building doors get unlocked weekdays ~9am -5pm but a key code will open them at any time (note that currently only working keypads are 1st floor loading dock and 3rd floor facing Manor House).
- Access to KBS computers is granted by Stefan Ozminski or Daniel Gorentz (helpdesk@kbs.msu.edu), who can assist you with accessing KBS computer services

II. LIVING AT KBS

Housing:

Many KBS staff and technicians live in MSU-owned housing near KBS that is rented out to KBS personnel on a first-come, first-serve basis depending on your status as a long-term or short-term hire. If you are a short-term technician, you will have access to temporary housing at KBS that includes shared lodging (Bergner House, Hayes house) and one-room efficiency [apartments](#). Once you determine when you will be moving to KBS, make sure to request your housing as soon as possible using the [KBS Short-Term Housing Reservation Form](#). If you have questions about the process then you can reach out to Jim Allen (allenj77@msu.edu), the Conference Center and Manor House Manager.

If you are staff or a long-term technician, then you can rent one of the MSU-owned houses and apartments near KBS. To do this, you will need to contact Brad Osborn (osbornb6@msu.edu) and fill out the [Long Term Housing Reservation Form](#) as soon as you have a tentative move-in date to get on the long-term housing wait list. If you are unable to obtain housing through the properties that are operated by KBS then Brad can put you in touch with rental options in nearby Kalamazoo and Battle Creek. You can also reach out through the postdoc (postdocs@kbs.msu.edu), graduate student (grads@kbs.msu.edu), and staff KBS.ResearchTechniciansandStaff@kbs.msu.edu) listservs to seek out a roommate.

Staff and technicians living in KBS-operated houses (i.e. not apartments, such as those at the Farm House or in the Bird Sanctuary) are responsible for paying gas and electric utilities, and for trash removal. You can forgo paying for trash service if you are willing to transport your trash and recycling to the Physical Plant's designated large bins. Water utilities are included in rent.

Rent is typically between \$500 (shared apartment) and \$800 (larger single-family house). Propane heating is significantly more expensive than natural gas. You can live with non-KBS people in KBS housing (e.g. a partner). Pets are allowed in many of the houses, but not all of the apartments, and may require an additional security deposit. Brad can tell you about the options and give you the necessary information. He can also help arrange tours of available units.

Parking

Parking permits for staff and both short- and long-term technicians can be obtained from the main office (Academic Building Room 332) at no charge. Permits are not frequently checked.

KBS - MSU Campus Car Pooling:

Almost every weekday, some faculty members go to MSU campus by a university vehicle, and you can get a ride with them. You can check out the google doc to see the schedule and sign up when you get a ride.

https://docs.google.com/spreadsheets/cc?key=0AgmvOq6OutNadGdNUIBETnIETGg0YXhGQ2NiSUZLMkE&authkey=COXNzZQN&hl=en_US&authkey=COXNzZQN#gid=0

If you are unable to make it to one of the scheduled carpool times other grad students or KBS personnel often make independent trips to the MSU campus and you could ride with them (just ask around).

Food and Shopping

Groceries: Most people do their food shopping at either Harding's Market in Richland (12 min from KBS) or Meijer in Kalamazoo (19 min from KBS). Harding's is exclusively for groceries, while Meijer also has household items etc. (think Walmart). Harding's is generally more expensive than Meijer for the same items, but is good for a quick grocery run or to get specialty items. The [Kalamazoo Farmers market](#) is every Saturday 7am - 2pm from May-November and has tons of fresh produce, particularly in summer. The [Richland Farmers market](#) is a smaller affair, but is closer by and meets every Wednesday 3 - 6pm from May-November. [Green Box](#) is another way to get local food products with weekly pickup in Kalamazoo.

Restaurants around KBS:

-[Gull Lake Market](#): Indian buffet takeout located inside a liquor store with a rotating list of daily specials. Takeout and catering available. 15476 M-43, Hickory Corners (269-761-0093). *2.2 miles from main buildings.*

-[NEDs](#): a local sandwich/burger/pizza restaurant. Dine in, takeout, and catering available. 15450 S M 43 Hwy, Hickory Corners (269-671-5700 or online ordering). *2.1 miles.*

-[Chicken House](#): Fried chicken sandwiches, ice cream, and shakes. Have to order at the counter (no phone), outdoor dine-in or takeout. 12443 East D Avenue, Richland. *2.5 miles.*

-[The Local](#): Large menu of soup, salad, sandwiches, pizza, burgers and pasta. Nightly food and drink specials. 9805 E, M-89, Richland, MI 49083. Dine-in, takeout, and delivery (269-629-5832 or online ordering). *2.8 miles.*

-[Liz's Parkview Cafe](#): Breakfast and lunch fare, 7am-2pm. 8972 D Ave E, Richland, MI, 49083. Dine-in, takeout, and delivery available (269-629-9014 or [online ordering](#)). 3.5 miles.

-[The Dock at Bayview](#): Typical bar/pub food with live music on Fridays and Saturdays. Dine in and takeout available (269-731-4911). 2.5 miles.

-[Pure Mex Mexican Cuisine](#): Large Mexican food menu. 8880 N 32nd St, Richland, MI 49083, Dine-in, takeout, and catering available (269-203-7270). 3 miles.

-[Nina's Taqueria](#): Large Mexican food menu. Open M-F, 11am-8pm. Closed Sat/Sun. 111 East Michigan Avenue, Augusta, MI 49012. Dine-in and takeout (269-731-5300). 5.5 miles.

-[Lickity Split Ice Cream Shop](#): Ice cream, hot-dogs, snacks. Includes sugar-free, dairy-free, and nut-free options. Only open in summer months. 301 E Michigan Ave, Augusta, MI 49012. 5.5 miles.

*Note that local restaurants have limited options for accommodating dietary restrictions. Gull Lake Market generally has 1 vegan entree and 1 vegetarian entree at their buffet. The Local notes several vegan/vegetarian and gluten-free options on their menu.

General (non-grocery) shopping: Many people go to the several malls along S Westnedge Ave in Portage (e.g. The Crossroads, Southland Mall). There is also a cluster of malls on Beckley Rd in Battle Creek (e.g. Lakeview Square Mall, Minges Creek Plaza).

III. COMMUNITY AT KBS

Recreation

Fitness Center: The KBS Fitness Center is located at 9693 North 40th Street and requires a \$10 monthly fee. Sign up at the Conference Center service desk (in McCrary Dining Hall). Once you sign up and pay, your key code will be enabled to open the facility. The building is air conditioned and equipped with wireless connectivity, parking, restrooms that include showers, changing areas, and lockers (which accept padlocks but shouldn't be padlocked in the long term). Equipment includes treadmills, stepper machines, recumbent bike, free weights, a weight resistance machine and Pilates balls. There is cable TV service and a video player with an inventory of exercise program tapes.

Water activities: Canoes and kayaks are available to KBS personnel for recreational purposes on Gull lake. Canoes and kayaks available to use are next to the boat house, directly down the stairs from the Manor House. Paddles and life jackets can be checked out free of charge from the Conference Center's main desk or by arranging to get the keys with Jim Allen (allenj77@msu.edu). You may be asked to fill out a waiver prior to use. There is also a marked swimming area in Gull Lake right off [Windmill Island](#).

Note: the boathouse and dock itself are for research purposes only (i.e., no swimming or fishing) and the boat at the dock is the property of the Lichtman lab.

Hiking: There are abundant hiking opportunities in the area. The closest are the North Country Trail and Kellogg Experimental Forest. See also Fort Custer, below.

Kellogg Bird Sanctuary: As a KBS employee, you and your immediate family have free admission to the bird sanctuary. You can go through the main entrance and let them know you are associated with KBS at the main desk or potentially go through one of the padlocked perimeter gates (Andy Fogiel is in charge of these, but there has recently been turnover whether they are locked and what the combo is). In October there is a reciprocal membership program, giving you free admission to 5 other nearby attractions.

Fort Custer: Nearby state park containing multiple lakes for recreation, a beach area for swimming and picnics, and a multitude of trails and camping spots. Requires an entry fee, or can get access with an annual Michigan state parks pass (a worthwhile investment if you like hiking or camping).

Regular group activities:

Pickup soccer - when the weather is nice, we play (kbs-soccer@googlegroups.com)

Yoga - classes from noon-1pm on a weekday in the KBS Auditorium and 6-7pm on Wednesday in Spruce Lodge (\$10 per class, contact meghanluchies@gmail.com for more info)

Soup 4 Lunch - in the winter (December-March) there is a weekly soup potluck held in McCrary Dining Hall on Tuesdays from noon-1pm. Contributors can sign up to bring a soup, bread, or to help with setup or cleanup using [a SignUpGenius form](#).

Board Game Night - Tuesdays at 7:30pm at One Well Brewery

Trivia Night - Tuesdays at 7pm at Louie's Trophy Bar

Kalamazoo Ultimate Disc League - <https://www.kudl.org/>

KBS Committees

Technicians and staff can serve on several committees that require representatives from the various organizational units at KBS. If you are interested in serving on a committee, let your PIR know your interest to see if your position will allow you to devote time to a committee. If you have the approval of your PI, you can then reach out to the committee's (co-)chair(s) to let them know and they will let you know if you can join on an *ad hoc* basis or when members that you could replace will be cycling off. Relevant committees and their descriptions are as follows:

- Culture and Inclusion Committee: deals with diversity, equity, and inclusion issues at KBS as well as community-building efforts. This includes welcoming new personnel to KBS, providing inclusive workshops, trainings, and classes, and hosting community events.
- Faculty Meeting Representative - This includes raising technician and staff issues before faculty, and reporting back to the technician and staff community on relevant issues that have been raised at faculty meeting.
- Honors & Awards Committee: Nominate KBS folk for internal and external awards.

Research Supplies

KBS has a stockroom containing commonly used supplies (e.g. measuring tapes, quadrats, field guides, etc.), especially for Summer Session courses. Equipment can be checked out by going to the stockroom (Academic Room 140) during the appointed weekday hours, which are posted

on the stockroom door. Ask about specific equipment you're interested in using by emailing stockroom@kbs.msu.edu.

Printing

There is a printing room at KBS on the 2nd floor (room 225). You can print black and white (printer: Raven) from any computer set up on the network, including personal laptops. You can print color by creating a KNET account and logging in from one of the printing room computers (printer: Actias Luna). You can also print a poster for free in the printing room. Daniel or Oz will help with printing setup and issues.

Brown Bag Seminars

KBS Brown Bag Seminars are a more informal seminar with highest priority given to resident KBS grad students but may also be given by post docs, faculty, staff, and visiting researchers. They are used for disseminating research or community projects through the KBS community to get feedback on experimental design, data analysis, project ideas, or presentation skills. If you have an idea for a Brown Bag Seminar, contact the organizers of the seminar at the beginning of the fall or spring semester. The seminar time and location may change from year to year, but will be Mondays at noon starting Spring 2023.

IV. MISCELLANEOUS INFO

KBS Email lists

Everyone currently at KBS: KBS.ActiveEmployees@kbs.msu.edu

Everyone currently at KBS, alumni, and community members: news-l@kbs.msu.edu

Grads: grad.students@kbs.msu.edu

Postdocs: KBS.DL.KBLpostdocs@msu.edu

Faculty: faculty@kbs.msu.edu

Staff: KBS.ResearchTechniciansAndStaff@kbs.msu.edu

IT help desk: helpdesk@kbs.msu.edu

Admin office: KBS.AdminTeam@kbs.msu.edu

Phone numbers

After-hours security: 269-217-5948

24-hr emergency maintenance: 269-207-4787

Helpful links

[KBS Helpdesk chronicles](#)

[MSU employee discounts](#)